



Pan Dorset MARACs Personal Information Sharing Agreement (PISA)

May 2019

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1. Introduction

1.1 A Multi Agency Risk Assessment Conference (MARAC) is a local, victim-focussed meeting where information is shared on the highest risk cases of domestic violence and abuse between different agencies. These agencies include the police, criminal justice, health, social care, housing and the specialist domestic violence service sector.

1.2 The MARAC aims to:

- Manage and increase the safety of high risk victims of domestic violence and abuse
(Identified through the DASH risk assessment checklist and referred via the MARAC referral form, Appendix 3)
- Reduce risk and prevent further harm by managing perpetrators
- Enable the safeguarding of adults and children
- Reduce repeat victimisation
- Reduce crime and disorder
- Reduce risk to professionals protecting victims and managing perpetrators

1.3 Sharing relevant information with other agencies is crucial in order to reduce the risk of harm to very high risk victims. The Pan-Dorset MARAC Personal Information Sharing Agreement (PISA) (hereafter referred to as the MARAC PISA) exists to facilitate information sharing between all the agencies, both in the statutory and voluntary sectors that have agreed to work together within the MARAC framework pan-Dorset. This document is a Personal Information Sharing Agreement (PISA), made under the Dorset Information Sharing Charter (DISC) between the agencies listed in appendix 1.

1.4 The MARAC PISA is also applicable to Registered Social Landlords and services commissioned through statutory authorities e.g. children's centres.

2. Lawful Basis for the Sharing of Personal Information

2.1 Any decision to disclose or share information should adhere to the six Data Protection principles.

- Processing must be lawful and fair;
- Purposes of processing must be specified, explicit and legitimate;
- Personal data must be adequate, relevant and not excessive;
- Personal data must be accurate and kept up to date;
- Personal data should be kept for no longer than necessary;
- Personal data must be processed in a secure manner

Article 9 of the General Data Protection Regulations (GDPR) requires that the processing of 'special category' or sensitive personal data must have a lawful basis. For the purposes of reviews that lawful basis is Article 6 (e) of the GDPR which states 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.'

Part 3 of the Data Protection Act 2018, states, Dorset Police as detailed under Schedule 7 of the Act are identified as a 'competent authority' meaning it has a statutory function to process personal data for any of the

law enforcement purposes – prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security. Any processing carried out by a ‘competent authority’ which is not for the **primary purpose** of law enforcement will be covered by the GDPR and Part 2, Chapter 2 of the Act.

2.2 Any decision to disclose or share information must be necessary, justified and proportionate to risks taking into account:

- The prevention or detection of a crime
- The public interest
- The right to life
- Allowing counselling, advice and support to take place

2.3 The decision to disclose must be properly documented, including:

- The reasons for the decision to disclose
- The extent of the disclosure made
- The permitted use of the disclosed information

2.4 The following legislation provides the statutory powers for the partner organisations to share information under the MARAC ISP:

- The Data Protection Act + General Data Protection Regulations (2018)
- The Human Rights Act (2000)
- The Crime & Disorder Act (2014)
- The Housing Act (2014)
- The Domestic Violence Crime & Victims Act (2004 and 2012)
- The Children Act (1989 and 2004)

3. Type of Personal Information that will be Routinely Shared & Rules of Sharing

3.1 The following information about high risk victims of domestic violence and abuse, their children and the perpetrators can be shared under the MARAC PISA:

- Personal details such as name, date of birth, address, ethnicity, sexuality
- Employment details
- Housing information
- Financial details including information about receipt of benefits
- Criminal offences or alleged offences, particularly those relating to violence in a non-domestic context
- Physical or mental health conditions
- Relevant history of domestic violence or associated behaviour e.g. sexual abuse

Appendix 2 lists the types of detailed information that MARAC partner agencies can provide.

3.2 Safe Lives (formerly CAADA 2005) guidance is clear that information shared about high risk victims in the MARAC context should be relevant, proportionate and appropriate to the aims of the MARAC in reducing risk and increasing safety. Information and data provided by MARAC partner agencies will be used only for the agreed purpose of reducing risk and increasing safety within the MARAC framework. Information provided by an individual agency remains the property of that agency and each MARAC representative is a 'data controller'*. MARAC partner agencies, through this PISA, agree not to share data provided by another agency at the MARAC without the consent of that agency.

3.3 All MARAC partner agencies signed up to this PISA understand that sharing data inappropriately can increase the risk of harm to high risk victims and agree to securely store, manage and destroy (when it is no longer required) any information provided (electronically or in paper form), following any local agency organisational protocols and processes in existence.

* **The data controller must be of a enough standing within the signatory agency to have a coordinating and authorising role as they are responsible for ensuring that the agency they represent obeys the agreement and all relevant legislation, etc.**

3.4 Signing up to the MARAC PISA does not compel partner agencies to share their data. However, all MARAC partner agencies need to be aware of the potential risks; to victims and their own organisational reputation, of not sharing information they hold. Agencies are urged to have confidence in their moral (2.1) and statutory (2.3) obligations when complying with this PISA.

3.5 It is recommended that agencies keep records of data that is shared and when a decision is made not to share data. These records should include reference to the following:

- The reasons for the decision to disclose (or not)
- The extent of the disclosure made
- The permitted use of the disclosed information

The decision to disclose information (or not) should ***not*** be based on whether agreement has been obtained from the victim (see 4.2).

4. Process for Sharing Personal Information at MARACs

4.1 General Principles

4.1.1 All MARAC documentation containing personal data relating to victims, perpetrators and their children should be marked 'OFFICIAL-SENSITIVE' and should only be transmitted by secure E mail.

4.1.2 Referrals to the Pan-Dorset MARACs should only be made on the MARAC referral form, appendix 3 (available on www.dorsetforyou.com/marac) and sent via secure E mail, marked 'OFFICIAL-SENSITIVE', to the **MARAC administrator** in the Dorset Police Domestic Abuse Unit using the marac@dorset.pnn.police.uk address.

- 4.1.3 Referrals to the IDVA service will be made by the police Domestic Abuse Unit using secure E mail and the agreed referral process (detailed in the Dorset Police/IDVA operating protocol).
- 4.1.4 Information on the cases to be discussed at each MARAC will be circulated by secure E mail to the nominated agency representative for each MARAC by the MARAC administrator eight days before the MARAC meeting using the MARAC summary case list form (Appendix 4). All agencies receiving MARAC case information are required to sign up to the MARAC PISA. The nominated agency representatives will be considered as authorised officers for the purposes of the agreement. The agency representative will refer to others within their organisation where necessary to obtain relevant information on the victim or perpetrator to be shared at the MARAC meeting, ensuring that anyone who has sight of MARAC referral information is aware of the sensitivity of the information, the need to maintain confidentiality and not to share the information further.
- 4.1.5 A written record of all requests for information relating to MARAC cases, disclosures and refusals to disclose will be kept by Dorset Police's Domestic Abuse Unit. Individual agencies should keep their own records of information disclosed or otherwise (see 3.5).
- 4.1.6 Any requests for information on MARAC cases outside of MARAC meetings or for copies of minutes or action plans will be considered on a needs basis. Requests for the release of such information or for MARAC minutes and action plans to be made available should be made through the MARAC chair. Release of information should be recorded by the MARAC administrator.
- 4.1.7 In order to protect victims and to maintain safety, any data provided and shared in the context of the MARAC should be stored and processed so that its integrity and confidentiality are maintained at all times. All MARAC partner agencies should store and process MARAC data in line with both this MARAC PISA and their local policies and protocols. The MARAC case list should be destroyed on completion of all relevant checks. Any hard copies of MARAC risk assessments, referral forms, minutes or action plans should be kept locked away. MARAC information should be disposed of after 12 months from the initial referral to MARAC, unless local policy dictates that it must be retained for longer. Where information is retained for longer than 12 months it is recommended that the file be marked as a closed MARAC case. Any information held electronically should be password protected or stored in a secure area which cannot be accessed by staff not involved with MARAC cases. Particular care should be taken with information which relates to a member of staff who has been identified as a high risk victim or alleged perpetrator.
- 4.1.8 Hand written notes at MARAC meetings should be kept to a minimum and be taken only for the purposes of agencies noting their actions. The MARAC minutes will be the formal record of what was discussed at the MARAC meeting. Hand written notes should either be destroyed after the meeting or kept securely and in accordance with this MARAC PISA and local agency policies and protocols.
- 4.1.9 It is the responsibility of the MARAC Chair that all partners in attendance at

the MARAC, and any observers, will sign the security of information / confidentiality declaration at the start of each MARAC meeting. MARAC Chairs and the MARAC Administrator are 'data controllers' in terms of the management of Police information and 'data processors' with responsibility for collation and processing of other agency MARAC information.

- 4.1.10 The MARAC chairs will approve any new agencies wishing to join the MARAC or individuals from existing agencies who want to be added to the circulation list to receive referrals (taking advice from the Domestic Abuse Advisors where necessary). The MARAC chairs have the right to reject such applications if they are deemed unsuitable or inappropriate or if the agency is unwilling to sign up to this PISA.
- 4.1.11 Quarterly housekeeping of the MARAC attendee lists will be undertaken by the Domestic Abuse Coordinators in conjunction with the MARAC administrator and MARAC chairs.
- 4.1.12 During May 2015, Dorset Police made a risk based decision that it is proportionate to share the names and details of MARAC victims, perpetrators and associated children with the Local Authorities to identify families affected by domestic abuse for the Troubled Families programme and for ongoing MARAC outcome measurement work. The Local Authority recipients of this information have agreed only to use it for the stated purposes and to keep the information securely stored, adhering to this PISA.

4.2 Consent

'Consent'

**Permission for something to happen or agreement to do something.
(English Oxford Dictionary)**

- 4.2.1 **MARAC cases i.e. High-risk victims** (those that are likely to suffer from serious violence or death) of domestic abuse do not need to give their permission (consent) or agree for agencies to share their personal information.

Prior to sharing information within a MARAC setting, it will be necessary to explain the decision to share information with the MARAC to the victim*. Responsibility for *seeking the victims blessing* and explaining how the information will be shared to reduce the risk to them lies with the referring agency. Ideally this should be discussed at the time of referral, as part of the risk assessment process and the fact that the conversation has taken place recorded on the MARAC Agency Referral Form, Appendix 3 at Section 5 (see below extract).

***It may not always be possible to discuss referral to MARAC with the person whom is to be referred e.g. a GP may have concerns about a person who they suspect to be being abused but cannot discuss MARAC with them as they are in the presence of the suspected abuser / perpetrator (see 4.2.4).**

SECTION 5 – Victim AGREEMENT to share	
Is the victim aware of the MARAC referral? If NO - record why	Y/N
Has the victim agreed for you to share this information? If NO - record why	Y/N
Is the victim afraid of anyone else? If YES – state who	Y/N
Who does the victim feel safe talking to?	
Who does the victim feel unsafe talking to?	

Extract of Section 5. Multi-Agency MARAC Referral Form

4.2.2 Justification for sharing information, in accordance with the Data Protection Act (2018) and without breaching confidentiality without the agreement of the victim is warranted under either of the following two circumstances;

1. Because of a Domestic Abuse Stalking Honour Based Violence (DASH 2009) risk assessment of 14 ticks or above
2. Because of the referrers 'professional judgement' that could link to any number of the following;
 - Danger to the victim, including threat to their life
 - Children at risk/danger to a child
 - Vulnerable adult at risk/danger to a vulnerable adult
 - The victim poses a risk to themselves or others
 - Prevention of a serious crime
 - Public interest (based on a judgement of the facts in the case)

Section 3 of the MARAC referral form (Appendix 3) must be completed referring to either circumstances 1 and 2, section 4.2.2., see below extract;

SECTION 3 – REFERRAL INFORMATION [Please say why you are making the referral, highlighting the main areas of concern. Please include details of any specific, relevant historical information you may have]	
Risk Score (14 ticks or more on <u>SafeLives</u> DASH)	Y – how many ticks? / N – Complete Professional Judgement below
Professional Judgement [Summary of the most recent incident, including the date and if it has been reported and to whom. Please provide any relevant information specific to this case. Include any information know about the perpetrator i.e. risk to victim, others and/or agency staff]	

Extract Section 3 Multi-Agency MARAC Referral Form

4.2.3 Any decision to share information contrary to the victim's wishes must be clearly documented stating the reasons why (S.5 MARAC Referral Form). Where there are serious concerns about a child or an adult at risk, lack of agreement to share should not be regarded as a barrier to sharing the information. It should be noted that refusing to agree to share might be an indicator of control by the perpetrator or the victim's fear of recrimination,

both of which might further justify sharing information without that agreement.

4.2.4 It is recommended that the agreement of the victim should **not** be sought if asking for it would:

- Place a child or young person at increased risk of significant harm
- Place an adult at risk of serious harm
- Prejudice the prevention or detection of a crime
- Lead to an unjustified delay in making enquiries about allegations of significant harm

4.3 Requests for Information after MARAC Meetings

4.3.1 MARAC administrators are responsible for the digital recording of minutes at the MARAC meetings and for circulating the action plan. Individual case details and risk assessments will be sent to agencies that have made referrals and/or presented the case at the MARAC meeting. Information from the MARAC meetings will only be used to further the aims of the MARAC and remains the property of the agency that supplied it to the MARAC. MARAC administrators will send any actions to the appropriate person to whom it has been allocated with the precis of the individual case. MARAC administrators will also be responsible for providing the same to external agencies not ordinarily represented at meetings but who are signatories of the DISC.

4.3.2 Any requests for information on MARAC cases outside of MARAC meetings or for copies of minutes or action plans will be considered on a needs basis. Requests for the release of such information or for MARAC minutes and action plans to be made available should be made through the MARAC chair.

4.3.3 Information gained at the MARAC cannot be used by another agency without the permission of the agency that supplied it and the victim.

4.3.4 Action Plans or individual actions can be shared as part of child protection conferences, MAPPAs meetings and any other professionals' meetings called to continue the progress of the MARAC for complex cases, with the agreement of the MARAC chair and the agencies supplying the information. Care should be taken to ensure that information generated through the MARAC process is not shared inappropriately in other conference or partnership settings as this may increase the risk to the victim involved.

4.3.5 Other requests for information from the MARAC, e.g. to support Family Court proceedings should be managed carefully and on a case by case basis and should meet the legal and safety criteria set out in this PISA. Requests for disclosure to support family court proceedings should be made through the MARAC chairs and the decision whether to disclose or not should be made following the CAADA/Family Justice Council Guidelines (section 7.2 of the PISA)

4.3.6 Any release of information or actions after a MARAC meeting (as detailed in 4.3.1 to 5 above) should be documented by the MARAC administrator.

5. Breaches of Confidentiality, Complaints Procedure & Withdrawal from the PISA

- 5.1 Any breach of the MARAC PISA will be extremely damaging for all signatory agencies and potentially harmful to the victims referred to the MARACs.
- 5.2 Individuals who receive information on MARAC cases should be aware that they may personally know, know of or work with the victim or alleged perpetrator. To share the information provided verbally or electronically, for purposes other than the management of risk through the MARAC process is a breach of Data Protection rules and of the MARAC PISA. Furthermore, it could also cause distress to the individual concerned and potentially put them at further risk of harm. Where recipients of MARAC case information find themselves in the position of knowing the victim or perpetrator, they should seek advice from their line manager or agency MARAC representative and follow the guidance in the MARAC PISA (see 4.1.7).
- 5.3 Complaints regarding inappropriate sharing of information will be referred to the **Pan Dorset MARAC Steering Group** in the first instance. The group will take a view on how the complaint will be managed in conjunction with the MARAC partner agency involved. Complaints and breaches should also be dealt with under the agency's own internal complaints procedures via the appropriate information governance manager.
- 5.4 The PISA is merely guidance and an agreement to abide by it. Information can be shared outside of the PISA providing the principles of the PISA are adhered to. All partner agencies have the right to withdraw from the PISA or to refuse to sign up to it. Agencies that do not sign up to the PISA or who withdraw from it will be excluded from participation in the MARAC meetings and will not receive information on MARAC cases.
- 5.5 A data breach is defined as an incident that leads to the loss, theft or inappropriate disclosure of personal information or the exposure of personal information to such risks, whether they take place or not. In certain circumstances it can also include the unauthorised alteration or destruction of personal information.
- 5.6 If a data breach occurs the individual should follow their organisational policy regarding this issue and if they are not the data controller they should notify the data controller that their information could have potentially been compromised

6. Review of the MARAC PISA

- 6.1 Ongoing management and governance of MARAC PISA is the responsibility of the Pan Dorset MARAC Steering Group in the first instance as a sub group of the multi-agency Pan-Dorset Domestic Abuse Strategic Board (and in turn the Community Safety Partnerships).
- 6.2 The MARAC PISA will be reviewed annually by the Pan Dorset MARAC Steering Group or at more frequent intervals if a need to update is identified. As part of the review the Pan Dorset MARAC Steering Group will assess the effectiveness of the MARAC PISA in protecting high risk domestic abuse

victims and achieving the objectives set out in section 1.

7. Further References

7.1 Striking the Balance – Practical Guidance on the application of Caldicott Guardian Principles to Domestic Violence and MARACs (DOH 2011)

7.2 MARACs and disclosure into court proceedings (CAADA/Family Justice Council December 2011)

7.3 MAPPA/MARAC MOU (NPS- Dorset Local Delivery Unit))

7.4 DASH 2009 <https://www.reducingtherisk.org.uk/cms/content/risk>

7.5 Safe Lives 2005 <http://www.safelives.org.uk/policy-evidence>

Appendix 1

Signatories to the MARAC PISA:

Action for Children
Alcohol & Drug Community Aftercare Programme (ADCAP)
Aster Housing
Bournemouth, Christchurch and Poole (BCP) Council
Bournemouth Churches Housing Association (BCHA)
Children and Family Court Advisory and Support Service (CAFCASS)
Community Rehabilitation Company (CRC)
Crime Reduction Initiative (CRI)
Dorset Council
Dorset Clinical Commissioning Group (CCG)
Dorset County Hospital NHS Foundation Trust
Dorset and Wiltshire Fire and Rescue Service
Dorset Healthcare Care (DHC)
Dorset Police
Dorset Combined Youth Offending Service (YOS)
National Probation Service (Dorset Local Delivery Unit)
DWP Housing Partnership
EDP
Magna Housing Association
Poole Hospital NHS Trust
Poole Housing Partnership
Radian Housing
Raglan Housing
Shores (SARC provider)
South West Ambulance Service Trust
Sovereign Twynham Housing Association
Stars (Rape Crisis Support / ISVA provider)
Spectrum Housing
Synergy Housing Group
The Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust
The Safe Partnership
The You Trust
Turning Point
Yeovil District Hospital NHS Foundation Trust

Appendix 2

Detailed information that MARAC partner agencies can provide:

Dorset Police- police callouts, current and previous domestic violence incidents, escalation of incidents or callouts, crimes resulting from domestic violence incidents, information on the perpetrator e.g. relevant previous convictions, use of or access to weapons, threats to kill, breaches of bail, warning signals such as suicide threats, use of weapons or assaults on police, breach of civil injunction

BCP Council and Dorset Council – information on adult safeguarding cases/vulnerable adults (perpetrator and victim), child protection conferences and safeguarding plans, children’s needs and disabilities, mental health, children’s centres, localities, early years, school attendance and performance, truancy and exclusion, incidents at school, collection of children from school

National Probation Service (LDU) – perpetrator programme attendance, completion and non-completion, women’s safety worker feedback (professional judgement on perpetrator), previous convictions, breaches of orders, prison information,

Health Trusts – attendances to A&E (victim, perpetrator and children) with dates and pattern of injuries, GPs data, and maternity information e.g. missed ante natal appointments or perpetrator attendance, victim and perpetrator mental health, health visitor information on child’s development or damage to home, attendance by partner at appointments

Local Authorities, Housing Associations & Registered Social Landlords – information on vandalism, neighbour complaints and antisocial behaviour if related to domestic violence (with dates), rent arrears, victim and perpetrator tenancy and addresses

Domestic violence service providers – information on admissions to refuges (historic and current), contacts with outreach services, direct information provided by the victim, views and fears of the victim

Drug and alcohol services – information on perpetrator and victims’ drug and alcohol use

CAFCASS – court proceedings and orders, feedback from supervised contact

BCHA IDVA service – views and fears of the victim (for themselves and their children) , willingness to engage with IDVA, information about incidents not reported to the police, information from agencies not attending the MARAC, information about related abuse e.g. sexual, civil injunctions in place, contact disputes, actions taken by the victim to protect themselves, harassment , housing needs, diverse needs

Rape Crisis/ISVA Service – history of sexual abuse, current sexual abuse, barriers to accessing support

Appendix 3 – PAN-DORSET MARAC REFERRAL FORM

OFFICIAL – SENSITIVE [when completed]

**PAN-DORSET
MULTI AGENCY RISK ASSESSMENT CONFERENCE
(MARAC)
DOMESTIC ABUSE
REFERRAL FORM**

Check guidance on <https://www.dorsetforyou.gov.uk/marac> prior to completing this document (all the forms you need along with guidance can be found there)

MARAC referrals should be typed where possible, including specific information on the case and submitted with an accompanying SafeLives DASH form from a secure email address to: marac@dorset.pnn.police.uk

MARAC does not replace an individual organisation's responsibility to any person involved in this case

SECTION 1 – REFERRER DETAILS [Please provide your details so we can contact you if we need to clarify any of the information you have given us]

MARAC Area			
Your name:			
Organisation:			
Contact details:	[Contact number, email address]	Date of referral:	

SECTION 2 – PERSONS INVOLVED [Please take care to fill in as much information as possible paying attention to names and dates of birth. Please use full names where possible rather than abbreviations]

VICTIM DETAILS

First Name:		Surname:	
Alias or other names: used:		DOB:	
Address:		Telephone:	
		Is this number safe to call?	Y / N
Please provide any relevant contact information i.e. times to call:			
Nationality:		First Language:	
GP Details:			
Relationship to Perpetrator:	[include whether still together or separated]		

PERPETRATOR DETAILS

First Name:		Surname:	
Alias or other names used:		DOB:	
Address:		Telephone:	
		Occupation:	
Relationship to Victim:	[include whether still together or separated]		

Children and Young Persons Details [Include details of children who live with the victim/perp and those who stay regularly at the relevant address i.e. Step Siblings. Also use this section to include unborn children]

Name:		DOB:	
Relationship to Victim:		Childs address:	
Relationship to Perpetrator:			
School:		GP:	

Name:		DOB:	
Relationship to Victim:		Childs address:	
Relationship to Perpetrator:			
School:		GP:	

Any other children

[Use this box to detail any other children known as per format above]

Is Victim or Perpetrator pregnant? If so what is the due date:	
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Equality Information

Person	Gender	Nationality	BME	LGBT+	Disability	Other
Victim						
Perpetrator						
Child 1						
Child 2						
Child 3						
Child 4						

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SECTION 3 – REFERRAL INFORMATION [Please say why you are making the referral, highlighting the main areas of concern. Please include details of any specific, relevant historical information you may have]	
Risk Score (14 ticks or more on SafeLives DASH)	Y – how many ticks? / N – Complete Professional Judgement below
Professional Judgement [Summary of the most recent incident, including the date and if it has been reported and to whom. Please provide any relevant information specific to this case. Include any information know about the perpetrator i.e. risk to victim, others and/or agency staff]	
MARAC repeat (further incident identified within twelve months from the date of the last referral)	Y/N [Please provide the date and case number if known]
Housing – Rented	[State joint or sole tenancy and name of landlord]
Housing – Owned	[State whether owned alone or jointly]

SECTION 4 – SAFEGUARDING [Please provide details of any action which has been taken to help keep the victim / and any other persons safe already]	
Details of any immediate risk management taken	[Details of any support or advice you have given already regarding safety planning i.e. referral for target hardening, personal safety advice, Non-Molestation; Refuge, Restraining order, Police Watch] [Also, use this section to include any action you have taken regarding company policy i.e. informed line manager]
Has the victim had / or currently receiving support from outreach?	[Details of any support provided by outreach including; provider details, and key worker if known]
Are there children safeguarding issues?	Y/N
Are there adult safeguarding issues?	Y/N
If you have answered yes to either of the above have you made the appropriate referral in to safeguarding? If no, please give reason	

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SECTION 5 – Victim AGREEMENT to share	
Is the victim aware of the MARAC referral? If NO - record why	Y/N
Has the victim agreed for you to share this information? If NO - record why	Y/N
Is the victim afraid of anyone else? If YES – state who	Y/N
Who does the victim feel safe talking to?	
Who does the victim feel unsafe talking to?	

To be completed by the MARAC Administrator [all referrals to be passed onto Maple for Domestic Abuse Advisor support]			
Date of MARAC		MARAC AREA	
Referrer informed of outcome	Y/N		

RESTRICTED WHEN COMPLETED

Appendix 4

MARAC Case List

MARAC name		Date of MARAC	
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Case No	Victim Name & Address (Inc. any aliases)	Victim DOB	Perpetrator Name & Address (Inc. any aliases)	Perpetrator DOB	Children Name & Address (if different)	Children DOB	Referring Agency (Inc. name and job title of Referrer)	Reason for Referral (<i>Professional judgement, Visible High Risk, Escalation or a MARAC repeat</i>)	Brief Comments (<i>E.g. Pregnancy, GP details, Children's School, NI No., Social Landlord details</i>)

RESTRICTED WHEN COMPLETED

Please note that the information you have received in this E mail relates to people who have been identified as being at high risk of harm as a result of the abuse they have been subjected to. It is possible that you may personally know, know of or work with someone who has been referred to the MARAC or that you may know the alleged perpetrator. You are reminded that the contents of this E mail are intended solely to assist in the gathering of information on high risk victims, the process of managing and reducing risk and for providing professional support to them. Sharing the information contained in this E mail for any other purpose is a breach of Data Protection rules and of the MARAC Information Sharing Protocol (a copy of which can be found at www.dorsetforyou.com/marac). It could also cause distress to the individual concerned and potentially put them at further risk of harm. If you are unsure about this please speak with your agency MARAC representative, your manager or refer to the MARAC PISA for guidance. **THIS DOCUMENT IS TO BE DESTROYED ON COMPLETION OF ALL RELEVANT CHECKS.**